

MEMORANDUM

SPAGO
Agenda Item No. 2B

TO: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

DATE: December 8, 2015

FROM: Abigail Price-Williams
County Attorney

SUBJECT: Resolution directing the Mayor to study the issue of allowing flextime for County employees, and directing the Mayor to provide a report to the Board on the cost and feasibility of adopting a flextime policy for County employees with fixed daily schedules, and whether the Mayor recommends the implementation of such a policy

The accompanying resolution was prepared and placed on the agenda at the request of Co-Prime Sponsors Commissioner Daniella Levine Cava, Chairman Jean Monestime and Commissioner Barbara J. Jordan.



Abigail Price-Williams
County Attorney



APW/lmp



MEMORANDUM
(Revised)

TO: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

DATE: January 20, 2016

FROM: Abigail Price-Williams
County Attorney

SUBJECT: Agenda Item No.

Please note any items checked.

- "3-Day Rule" for committees applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Statement of social equity required
- Ordinance creating a new board requires detailed County Mayor's report for public hearing
- No committee review
- Applicable legislation requires more than a majority vote (i.e., 2/3's _____, 3/5's _____, unanimous _____) to approve
- Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No.
1-20-16

RESOLUTION NO. _____

RESOLUTION DIRECTING THE MAYOR OR MAYOR'S DESIGNEE TO STUDY THE ISSUE OF ALLOWING FLEXTIME FOR COUNTY EMPLOYEES, AND DIRECTING THE MAYOR OR MAYOR'S DESIGNEE TO PROVIDE A REPORT TO THE BOARD ON THE COST AND FEASIBILITY OF ADOPTING A FLEXTIME POLICY FOR COUNTY EMPLOYEES WITH FIXED DAILY SCHEDULES, AND WHETHER THE MAYOR RECOMMENDS THE IMPLEMENTATION OF SUCH A POLICY

WHEREAS, flexible or alternative work schedules, also known as "flextime," are generally defined as work schedules that permit flexible starting and quitting times while maintaining the traditional total number of hours per work week and without affecting employee salary, benefits, job responsibilities, or eligibility for overtime compensation; and

WHEREAS, compressed work schedules are an example of flextime arrangements; and

WHEREAS, permitting certain County employees with traditional fixed daily schedules to alter their daily schedules can help reduce rush-hour traffic congestion within Miami-Dade County while simultaneously improving employee morale and work attendance; and

WHEREAS, personal reasons such as spouses' work schedules, children's school schedules, child-care commitments, doctor's appointments, and mass transit schedules are among the factors affecting employees' needs for flexible work hours; and

WHEREAS, flexible schedules are especially feasible in work areas with relatively little contact with the public in order to maintain appropriate levels of public service; and

WHEREAS, the Miami-Dade Aviation Department has already instituted a flextime policy detailed in DSOP No. 01-09, which creates guidelines for establishing appropriate flextime schedules for employees who work fixed schedules; and

WHEREAS, pursuant to Aviation DSOP NO. 01-09, flexible work schedules are assigned to employees at the sole discretion of the Department, there are no requirements to accommodate individual employee requests to deviate from normal schedules beyond those imposed by law, and the Department reserves the ability to revoke or change employees' flextime authorizations; and

WHEREAS, Aviation DSOP No. 01-09 also requires that work plan schedules deviating from the standard must: (1) be in the best interests of the Department; (2) promote cost effective and efficient use of resources, and, where applicable, contribute to enhance customer service; (3) guarantee the necessary coverage during the standard work hours of the affected work function; (4) provide for adequate supervision; (5) not result in any overtime; (6) be uniformly and fairly offered to all employees within the same classification and work function; (7) be for a specific period of time; and (8) requests for extensions must be submitted in writing and through the proper chain-of-command; and

WHEREAS, adopting a flextime policy for employees with fixed daily schedules in other County departments, subject to applicable collective bargaining agreements, operational requirements, and the need to maintain appropriate levels of public service, has the potential to significantly reduce traffic congestion while improving employee morale, work attendance and effectiveness.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that:

Section 1. The Mayor or Mayor's designee is directed to study the issue of allowing flextime for County employees, and to submit a report to the Board. The report shall, at a minimum, include:

- the cost and feasibility of adopting a flextime policy for employees of Miami-Dade County with fixed daily schedules, including an explanation of issues which could impact the implementation of such a policy, such as collective bargaining;
- information about other jurisdictions which have adopted flextime policies; and
- whether, based on the foregoing, the Mayor recommends the implementation of a flextime policy for any and/or all employees of Miami-Dade County with fixed daily schedules.

Section 2. The Mayor or Mayor's designee is further directed to submit this report to this Board within 60 days of the effective date of this resolution and to place the completed report on an agenda of the Board pursuant to Ordinance No. 14-65.

The Co-Prime Sponsors of the foregoing resolution are Commissioner Daniella Levine Cava, Chairman Jean Monestime and Commissioner Barbara J. Jordan. It was offered by Commissioner _____, who moved its adoption. The motion was seconded by Commissioner _____ and upon being put to a vote, the vote was as follows:

Jean Monestime, Chairman	
Esteban L. Bovo, Jr., Vice Chairman	
Bruno A. Barreiro	Daniella Levine Cava
Jose "Pepe" Diaz	Audrey M. Edmonson
Sally A. Heyman	Barbara J. Jordan
Dennis C. Moss	Rebeca Sosa
Sen. Javier D. Souto	Xavier L. Suarez
Juan C. Zapata	

The Chairperson thereupon declared the resolution duly passed and adopted this 20th day of January, 2016. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this Resolution and the filing of this approval with the Clerk of the Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.



Marlon D. Moffett